

M e m o r a n d u m

Date: October 1, 2009

To: Moorpark Area
Attention: Captain C. L. Williams, Jr.

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.17044.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on August 17, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 381 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total sample size of 53 items [total of (c)]. Each OPI inventory list was stratified [(b) x total of (c)] to ensure all inventory lists were proportionally represented in the statistically-valid sample.

	Population Size (a)	Percentage of Total (b)	Individual Sample Size (c)
ICU Decals	136	36	19
Telecomm	141	37	20
Fleet	23	6	3
Weapons	81	21	11
Total	381		53

Safety, Service, and Security

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 44 of the 53 items were located. Two items could not be located (Radar Vehicle Mounted and Printer), three items were unavailable for inspection due to employees being out of the office, and four items were unavailable for inspection due to them being utilized in the field. Furthermore, eight of the 44 items require a correction be made to the property record and three items were noted to need a replacement decal. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in attachment A.

When comparing equipment located at the command to the OPI inventory list, 82 of the 97 items reconciled. Six items were not listed on the appropriate OPI inventory lists, one item was not listed on any OPI inventory list (Canopy, E-Z Up), and eight items require corrections be made to the property record. The property inspection results of equipment located at the command to the OPI inventory list are also summarized in attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. Please submit a memorandum within 90-days through Coastal Division to the Office of Inspections verifying all discrepancies have been addressed.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3162.


M. C. A. SANTIAGO
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Coastal Division
Fiscal Management Section
Telecommunications Section
Fleet Operations Section
Office of Inspections

ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
MOORPARK - 770
August 17, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
RADAR VEHICLE MOUNTED	112230	X					Item not located.
PRINTER	114225	X					Item not located.
DVD DUAL RECORDER	146275			X			Add serial number 11153590.
RECORDER, DIGITAL VOICE	146277			X			Add serial number 100119579.
CANOPY, DELUXE POP-UP, SUMMIT	150468			X			Replacement tag needed.
PAS DEVICE	XMM409			X			Serial number correction, 9727.
CANOPY, E-Z UP	140017		X				Item located on-site. No record in database.
Mobile Repeater	R45264			X			Item located in vehicle 1248171.
Mobile Repeater	R45989					X	Vehicle was at San Luis Obispo Area, not available for inspection.
Motorcycle Radio	R48065			X			Add serial number 9544374.
Scanner	R56151			X			Item located in sergeant's office.
Control Head - Mobile	R57896			X			Item located in ASM office.
Hand-Held Radio	R62435					X	Employee "off" will return 8/18/09.
Hand-Held Radio	R63623			X			Replacement tag needed.

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
MOORPARK - 770
August 17, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Hand-Held Radio	R65112					X	Employee "off" will return 8/31/09.
Hand-Held Radio	R66820			X			Replacement tag needed.
Scanner	R79917					X	Vehicle at court, unavailable for inspection.
Control Head - Mobile	R81335					X	Vehicle at court, unavailable for inspection.
Control Head - Mobile	R89192			X			Item located in vehicle 1249970.
Hand-Held Radio	R96365					X	Employee "off" will return 8/18/09.
Mobile Radio	R42997			X			Item located in vehicle 1270367.
Mobile Repeater	R46087			X			Item located in vehicle 1249970.
Control Head - Mobile	R57775			X			Item removed from vehicle, located in ASM office.
Control Head - Mobile	R57893			X			Item located in vehicle 1239520.
Scanner	R79932			X			Item located in vehicle 1239520.
Control Head - Mobile	R89758			X			Item located in vehicle 1270620.
Scanner	R90244			X			Item located in vehicle 1249970.
Control Head - Mobile	R90716			X			Item located in ASM office.

**OFFICE OF INSPECTIONS, AUDIT UNIT
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MOORPARK - 770
August 17, 2009**

ATTACHMENT A

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Motorcycle Radio	R47864		X				Item located on vehicle number M9556. Database lists item at Fleet Operations Section.
Transmitter/Receiver Radio	R70015		X				Item located on-site in telephone room. Database lists item at DGS.
Receiver, Fixed	R73563		X				Item located on-site in telephone room. Database lists item at DGS.
Receiver, Fixed	R73623		X				Item located on-site in telephone room. Database lists item at DGS.
Scanner	R81007		X				Item located in vehicle number 1270810. Database lists item at Fleet Operations Section.
Console Radio	R94934		X				Item located in sergeant's office. Database lists item at DGS.
ENFORCEMENT SEDAN	1248297					X	Vehicle at court, unavailable for inspection.

ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
MOORPARK - 770**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	110963	RADAR TRAFFIC MOUNTED	041403	X				
2	112230	RADAR VEHICLE MOUNTED	041528		X			Item not located.
3	112977	PRINTER	K23A21716	X				
4	114225	PRINTER	K23A16495		X			Item not located.
5	116601	RADAR, VEHICLE	045022	X				
6	137865	HAND HELD RADAR UNIT	AS002256	X				
7	143925	COMPUTER	2UA6220LD3	X				
8	146275	DVD DUAL RECORDER		X			X	Add serial number 11153590.
9	146277	RECORDER, DIGITAL VOICE		X			X	Add serial number 100119579.
10	149188	PRINTER	MY69B210YP	X				
11	149696	COMPUTER	2UA7100SZZ	X				
12	150468	CANOPY, DELUXE POP-UP, SUMMIT	B1140	X			X	Replacement tag needed.
13	153924	HANDHELD GPS	118249605	X				
14	160149	PRINTER	CNWBD54138	X				
15	160150	PRINTER	CNWBD54129	X				
16	163334	DIGITAL CAMERA		X				
17	164478	Uninterruptable Power Sour	AS0820131710	X				
18	XMM408	PAS DEVICE P029337	9967	X				
19	XMM409	PAS DEVICE	9927	X			X	Serial number correction, 9727.

LEGEND

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**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
MOORPARK - 770**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST								
1	100654	PRINTER LASERJET 4+ SUBSYSTEM P0044H5185	JPGL124589	X				
2	100888	PRINTER LASERJET 4+ BUNDLE P0044H5132	JPGL108303	X				
3	110961	RADAR TRAFFIC MOUNTED	041421	X				
4	110972	RADAR TRAFFIC MOUNTED	041467	X				
5	112236	RADAR VEHICLE MOUNTED	041445	X				
6	114209	PRINTER	K23A17010	X				
7	114922	PRINTER	K23A20545	X				
8	115042	PRINTER	K23A21954	X				
9	115216	PRINTER	K23A18381	X				
10	115258	PRINTER	K23A21791	X				
11	116652	RADAR, VEHICLE	044677	X				
12	120569	RADAR, VEHICLE	046986	X				
13	130626	ROUTER	JMX0724L2R6	X				
14	131532	RADAR VEHICLE MOUNTED	082798	X				
15	131538	RADAR VEHICLE MOUNTED	082700	X				
16	134400	FILE SERVER	D351LJC1H928	X				
17	136797	PRINTER	JPDLR57991	X				
18	143926	COMPUTER	2UA6220LD4	X				
19	143987	SWITCH	F0C1017ZD37	X				
20	145364	PRINTER	CNWBB57976	X				
21	145894	SWITCH	FOC1027Z1KC	X				
22	149687	COMPUTER	2UA7100T46	X				
23	149690	COMPUTER	2UA7100T0X	X				
24	149699	COMPUTER	2UA7100T0N	X				

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2009 ICU PROPERTY RECORD INSPECTION REPORT
MOORPARK - 770**

ATTACHMENT B

ASSET #		DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
25	149702	COMPUTER	2UA7100T2G	X					
26	149711	COMPUTER	MXL7120BXB	X					
27	149715	COMPUTER	MXL7120BWQ	X					
28	150030	COPIER, DIGITAL MULTI-FUNCTIONAL	66004696	X					
29	153559	PAS DEVICES INTOX ALCOSENSOR IV	077465	X					
30	158109	NETWORK-READY COLOR LASER FLATBED ALL-IN-ONE		X					
31	160148	PRINTER	CNWB95403	X					
32	164468	Uninterruptable Power Source	AS0820131673	X					
EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)									
1	140017	CANOPY, E-Z UP				X			Item located on-site. No record in database.

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ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
MOORPARK - 770

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	R40819	Mobile Radio	1270810	9523107	X					
2	R42751	Mobile Radio	1270933	9541794	X					
3	R44478	Mobile Repeater	1270810	7546067	X					
4	R45264	Mobile Repeater		7625545	X				X	Item located in vehicle 1248171.
5	R45989	Mobile Repeater	1239943	7723005		X				Vehicle was at San Luis Obispo Area, not available for inspection.
6	R48065	Motorcycle Radio	M9476	95A72	X				X	Add serial number 9544374.
7	R5307	Motorcycle - Repeater	M9495	95A92	X					
8	R56151	Scanner		55003001	X				X	Item located in sergeant's office.
9	R57284	Control Head - Mobile	1248536		X					
10	R57896	Control Head - Mobile			X				X	Item located in ASM office.
11	R61481	Hand-Held Radio	19397	CTC 4-08	X					
12	R62435	Hand-Held Radio	17770	402AWW6002		X				Employee "off" will return 8/18/09.
13	R63623	Hand-Held Radio	18885	AREI-08	X				X	Replacement tag needed.
14	R65112	Hand-Held Radio	16025	MM 08-040		X				Employee "off" will return 8/31/09.
15	R65447	Hand-Held Radio	10792	402AWY6993	X					
16	R66820	Hand-Held Radio	12133	402AXA3964	X				X	Replacement tag needed. Vehicle at court, unavailable for inspection.
17	R79917	Scanner	1248297	95000988		X				Vehicle at court, unavailable for inspection.
18	R81335	Control Head - Mobile	1248297			X				
19	R89192	Control Head - Mobile			X				X	Item located in vehicle 1249970.
20	R96365	Hand-Held Radio	15831	402AXA3863		X				Employee "off" will return 8/18/09.

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2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
MOORPARK - 770**

ATTACHMENT C

ASSET #		DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST											
1	R41674	Mobile Radio	1270957		9540420	X					
2	R41872	Mobile Radio	1239520		9541067	X					
3	R42997	Mobile Radio			9542332	X				X	Item located in vehicle 1270367.
4	R43503	Mobile Radio	1239840			X					
5	R43680	Mobile Radio	1270620			X					
6	R43805	Mobile Radio	1248264		9542404	X					
7	R45225	Mobile Repeater	1270957		7628961	X					
8	R45600	Mobile Repeater	1270620		7639546	X					
9	R46087	Mobile Repeater			7730807	X				X	Item located in vehicle 1249970.
10	R47027	Mobile Repeater	1239520			X					
11	R47610	Motorcycle Radio	M9495	95A92	9522635	X					
12	R50435	Scanner	1270957		95004791	X					
13	R54224	Scanner	1270620		45007049	X					
14	R57461	Control Head - Mobile	1270957			X					
15	R57775	Control Head - Mobile	1270933		1559590	X				X	Item removed from vehicle, located in ASM office.
16	R57893	Control Head - Mobile			1558376	X				X	Item located in vehicle 1239520.
17	R58934	Scanner	1248264		55009456	X					
18	R59892	Control Head - Motorcycle	M9495	95A92		X					
19	R59935	Control Head - Motorcycle	M9476	95A72		X					
20	R59956	Control Head - Motorcycle	M9556	E97A02		X					
21	R60532	Analyzer/Conditioner - Radio				X					
22	R76511	Control Head - Mobile	1239840			X					

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**CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
MOORPARK - 770**

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
23	R77813	Control Head - Mobile	1270933			X					
24	R77908	Control Head - Mobile	1270810			X					
25	R78728	Control Head - Mobile	1270367			X					
26	R79932	Scanner			85002083	X				X	Item located in vehicle 1239520.
27	R89457	Telephone System				X					
28	R89758	Control Head - Mobile				X				X	Item located in vehicle 1270620.
29	R90123	Scanner	1239840		316Z44000562	X					
30	R90244	Scanner			316Z44000443	X				X	Item located in vehicle 1249970.
31	R90716	Control Head - Mobile				X				X	Item located in ASM office.
32	R90893	Control Head - Mobile	1270491			X					
33	R93905	Scanner	1270367		320Z44002903	X					
34	R96149	UPS			QB0503241362	X					
35	R98009	Control Head - Mobile	1248264			X					
EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)											
1	R47864	Motorcycle Radio	M9556	E97A02				X			Item located on vehicle number M9556. Database lists item at Fleet Operations Section.
2	R70015	Transmitter/Receiver Radio			1582775			X			Item located on-site in telephone room. Database lists item at DGS.
3	R73563	Receiver, Fixed						X			Item located on-site in telephone room. Database lists item at DGS.
4	R73623	Receiver, Fixed						X			Item located on-site in telephone room. Database lists item at DGS.
5	R81007	Scanner	1270810					X			Item located in vehicle number 1270810. Database lists item at Fleet Operations Section.

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**CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
MOORPARK - 770**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
6	R94934	Consolette Radio					X			Item located in sergeant's office. Database lists item at DGS.

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ATTACHMENT D

**CALIFORNIA HIGHWAY PATROL
2009 FLEET INSPECTION MOORPARK - 770**

ATTACHMENT D

EQUIPMENT ID		LICENSE NUMBER	MANUFACTURER	MODEL	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										Vehicle at court, unavailable for inspection.
1	1248264	1248264	ENFORCEMENT SEDAN	CRNVIC	X					
2	1248297	1248297	ENFORCEMENT SEDAN	CRNVIC		X				
3	1270810	1270810	ENFORCEMENT SEDAN	CRNVIC	X					
EQUIPMENT TO INVENTORY LIST										
1	1239520	1239520	ENFORCEMENT SEDAN	CRNVIC	X					
2	1239840	1239840	ENFORCEMENT SEDAN	CRNVIC	X					
3	1249970	1249970	PRIMARY COLLISION FACTOR	CRNVIC	X					
4	1270367	1270367	ENFORCEMENT SEDAN	CRNVIC	X					
5	1270491	1270491	ENFORCEMENT SEDAN	CRNVIC	X					
6	1270957	1270957	ENFORCEMENT SEDAN	CRNVIC	X					
7	M9476	95A72	ENFORCEMENT MOTORCYCLE	R1200RT	X					
8	M9495	95A92	ENFORCEMENT MOTORCYCLE	R1200RT	X					
9	T207	E00010	TRAILERS	RADAR TRLR	X					
10	T389	1981	TRAILERS	RADAR	X					
11	T440X	1283519	TRAILERS	MESSAGE/RADR	X					

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ATTACHMENT E

Department of California Highway Patrol
Complete Area Inventory
770 - Moorpark

ATTACHMENT E

August 3, 2009

Officer Issued Weapons

Issued to officer

ID# Last Name

First Name

Ser#

Control#

Comments

[REDACTED]

[REDACTED]

Department of California Highway Patrol
Complete Area Inventory
770 - Moorpark

August 3, 2009

Y	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	

Issued to officer:

[REDACTED]

Issued to officer

ID# Last Name

First Name

Ser#

Control#

Comments

Y [REDACTED]

Issued to officer:

[REDACTED]

Officer Issued Weapons Total:

Area Issued Weapons

[REDACTED]

Ser#

Control#

Comments

[REDACTED]

[REDACTED]

Y [REDACTED]

Department of California Highway Patrol
Complete Area Inventory
770 - Moorpark

August 3, 2009

Y [Redacted]

[Redacted]

[Redacted]

Issued to Area/Division

Ser#

Control#

Comments

[Redacted]

Y

[Redacted]

[Redacted]

Y [Redacted]

[Redacted]

[Redacted]

Y [Redacted]

[Redacted]

Y [Redacted]

[Redacted]

Y [Redacted]

Y [Redacted]

[Redacted]

[Redacted]

[Redacted]

Y [Redacted]

Y [Redacted]

[Redacted]

[Empty comment lines]

Issued to Area/Division:

[Redacted]

[Redacted]

Ser#

Control#

Comments

[Redacted]

[Redacted]

[Redacted]

Ser#

Control#

Comments

[Redacted]

[Redacted]

[Empty comment lines]

Department of California Highway Patrol
Complete Area Inventory
770 - Moorpark

August 3, 2009

[REDACTED]

[REDACTED]

[REDACTED]

Issued to Area/Division

Ser#	Control#	Comments
Y [REDACTED]		
Y [REDACTED]		
[REDACTED]		
Y [REDACTED]		

Issued to Area/Division: [REDACTED]

[REDACTED]

Issued to Area/Division

Ser#	Control#	Comments
Y [REDACTED]		
Y [REDACTED]		
Y [REDACTED]		
[REDACTED]		
Y [REDACTED]		

Issued to Area/Division: [REDACTED]

Area Issued Weapons Total: [REDACTED]

Area Grand Total: [REDACTED]

SUPPORTING DOCUMENTATION

770-01

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information

Asset # R47864

SN 9544062

Model # RANGR5588P2

Description MOTORCYCLE RADIO

Vendor Name

Warranty End

Asset Key MOTORCYCLE RADIO.RANGR5588P2.NONE

Location 074.00.00.0

Vehicle #

Assigned to Vehicle LC#

ADD= RADIO LOCATED ON
VEHICLE M9556 AT 770
8/17/09
A. CSP
#17044

770-02

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information

Asset # R70015

SN 1582775

Model # B3N100EASDA

Description TRANSMITTER/RECEIVER RADIO P038632

Vendor Name

Warranty End

Asset Key TRANSMITTER/RECEIVER RADIO P038632.B3N100EASDA.NONE

Location DGS.00.00.0

Vehicle # 050049

Assigned to Vehicle LC# Moorpark

ADD= LOCATED AT 770
8/17/09
A. asp
#17044

770-03

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information

Asset # R73563

SN 1585939

Model # ARM02

Description Receiver, Fixed

Vendor Name

Warranty End

Asset Key Receiver, Fixed.ARM02.NONE

Location DGS.00.00.0

Vehicle # 050049

Assigned to Vehicle LC# Moorpark

ADD= LOCATED AT 770
8/17/09
dt- DESP
#17044

770-04

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information

Asset # R73623

SN 1585591

Model # ARM02

Description Receiver, Fixed

Vendor Name

Warranty End

Asset Key Receiver, Fixed.ARM02.NONE

Location DGS.00.00.0

Vehicle #

Assigned to Vehicle LC#

ADD= LOCATED AT 770
8/17/09

BJ. ASP
#17044

770-05

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information

Asset # R81007

SN 96001298

Model # BC760XLT

Description RECEIVER, MOBILE

Vendor Name SILVERADO

Warranty End 13-JUL-2000

Asset Key RECEIVER, MOBILE.BC760XLT.NONE

Location 074.00.00.0

Vehicle # 1270810

Assigned to Vehicle LC#

ADD= SCANNER LOCATED ON
VEHICLE 1270810
AT 770

8/17/09

ds. asp
#17044

770-06

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information

Asset # R94934

SN

Model # C1616

Description Console, Radio

Vendor Name COMTECH COMMUNICATIO

Warranty End

Asset Key Console, Radio.C1616.NONE

Location DGS.00.00.0

Vehicle #

Assigned to Vehicle LC#

ADD = LOCATED AT 770
8/17/09
AS ASP
#17044